

NATIONAL LOTTERIES COMMISSION

TERMS OF REFERENCE FOR THE PROVISION OF SPECIALISED TECHNICAL SYBRIN DEVELOPMENT RESOURCES FOR THE ENHANCEMENT OF THE THUTHUKA GRANTS MANAGEMENT SYSTEM FOR A PERIOD OF THREE YEARS

BID PROCESS	BID REQUIREMENTS
Tender number	NLC2026-004
Bid Advertisement Date	18 May 2026
Closing date and time	11 June 2026 at 11:00 <i>(South African Standard Time)</i>
Tender validity period	120 days after the closing the bid.
Compulsory Briefing meeting	Date & Time: 29 May 2026 @ 11:00 Venue: 333 Grosvenor Street, Block D Hatfield Gardens, Hatfield, 0028
Submission instruction:	Submission of proposals must be done through the e-tender portal. Home Page - eTenders Portal https://www.etenders.gov.za/ Enquires ONLY can be emailed to: lucky@nlcsa.org.za

1. INTRODUCTION

The National Lotteries Commission (NLC) regulates lotteries and sports pools in South Africa, provides grant funding, and ensures compliance with applicable legislation. Through its **NLC 4.0 Modernisation Programme**, the Commission is implementing an integrated ICT ecosystem that includes **Oracle Fusion (Finance/HCM)**, the **Thuthuka Grant Management System** based on the **Sybrin Platform**, and a new **ERP System**.

2. BACKGROUND

The NLC implemented the Thuthuka Grants Management System as part of its broader digital modernisation programme. Thuthuka has been incrementally deployed, with Modules 1 to 7 currently operational and actively used by NLC business users and external grant applicants.

The system was initially developed based on defined business requirements, operational processes, and control frameworks, which have since been validated through live operational use. As system adoption has increased, further opportunities for process optimisation, role alignment, system efficiency improvements, enhanced automation, and strengthened controls have been identified.

These evolving requirements necessitate the implementation of targeted system enhancements to ensure that Thuthuka continues to support NLC's business objectives, regulatory obligations, governance requirements, and service delivery outcomes.

The original implementation partner remains responsible for support and maintenance services, including structured skills assessment of and transfer to internal specified NLC resources. This Terms of Reference seeks to procure additional specialised technical development capacity to accelerate the delivery of approved enhancements while enabling effective skills transfer to internal teams.

The NLC seeks to appoint a suitably qualified and experienced service provider for the provision of specialised technical development resources that are skilled in the Sybrin Platform to deliver approved enhancements to the NLC Thuthuka Grants Management System (GMS) and to provide support to related internal technical resources for a period of three (3) years. This procurement is conducted in compliance with the Public Finance Management Act (PFMA), National Treasury Regulations, and the NLC's Supply Chain Management (SCM) Policy.

3. PURPOSE

The purpose of this Terms of Reference (TOR) is to appoint a suitably qualified and experienced service providers for the provision of specialised technical development resources that are skilled in

the Sybrin Platform to deliver approved enhancements to the NLC Thuthuka Grants Management System (GMS) and to provide support to related internal technical resources for a period of three years.

4. SCOPE OF WORK

The appointed service provider will be required to provide suitably skilled technical resources to design, develop, configure, test, and deploy approved enhancements to the Thuthuka Grants Management System in conjunction with identified NLC Technical Resources.

3.1. Enhancement Objectives and Envisaged Benefits

The enhancements are intended to achieve the following outcomes:

- Optimised and improved ease of use for applicants and internal users;
- Alignment of system functionality with NLC's envisaged Future Mode of Operation and associated business roles;
- Strengthened preventative and detective controls through enhanced automation and API-based verifications with 3rd party service providers and entities of state;
- Automation of exception-based processes across the grant lifecycle; and
- Improved reporting, analytics, and oversight through support of the implementation of a Data Warehouse and Power BI dashboards focusing on Finance, Risk, Forensics, and Internal Audit.

3.2. Enhancements Awaiting Implementation

The following enhancement categories have been identified and verified and form the basis of current scope for implementation under this contract:

3.2.1. Implement 100% Director Verification

- Enforce 100% director verification in workflow and prevent submission of applications where verification has not been completed; and
- Support business processes to cleanse existing organisations with applications submitted without full director verification.

3.2.2. UI/UX Improvements

- Simplify and declutter the user interface;
- Combine related tabs and enable full-screen or dual-screen document viewing;
- Introduce document preview functionality; and
- Simplify quotation viewing.

3.2.3. Workflow & Navigation

Application, Assessment and Adjudication

- Reorganise tab sequencing and inspection workflows;
- Provide offline functionality for poor connectivity environments;
- Introduce fast-track decline workflows aligned to approved SOPs, with DA oversight;
- Enable inspectors to schedule site visits;
- Implement processes for Appeals, Withdrawals, and committee requests; and
- Extend automated validations to include SARS, DHA, FIC, and UIF integrations and organisational business rules.

Contracting, Payments, Monitoring and Reporting

- Implement delegation of authority controls in contracting;
- Integrate the GMS with the new NLC ERP / Financial Management System;
- Automate processes and controls for Appeals, Deviations, and Withdrawals; and
- Enable integration with GIS-enabled offline field surveys.

Role Assignment and Access Control

- Implement controls to ensure segregation of duties and audit trails during role changes and acting appointments; and
- Review and realign system roles for CLOs and GOs in line with the Future Mode of Operation.

3.2.4. Login and Credentials

- Redesign self-service account unlock, and password reset functionality; and
- Introduce multi-channel OTP delivery mechanisms, including SMS and/or WhatsApp.

3.2.5. Compliance and Validation

- Enforce declarations of conflict of interest and cross-directorship alerts; and
- Implement validation rules to prevent ineligible entities from applying or proceeding with applications.

3.2.6. Mobile Application for Smartphones and Offline Application Processing

- Implement a mobile application and offline application processing capability for the Thuthuka Grants Management System to improve accessibility for applicants, particularly in rural and low-connectivity areas.
- The enhancement will support offline data capture and secure synchronisation, reduce data and connectivity constraints, and promote digital inclusion, while maintaining full compliance with Thuthuka business rules, security controls, and audit requirements.

5. DELIVERABLES

The service provider will be required to deliver, at a minimum, the following outputs in accordance with NLC standards, approved methodologies, and applicable regulatory and security requirements:

- Detailed enhancement design specifications and implementation plans aligned to approved business, functional, and technical requirements;
- Configured, developed, tested, and deployed Thuthuka system enhancements in line with agreed scope and change control processes;
- Comprehensive system documentation, including technical architecture, configuration guides, interface specifications, and operational manuals;
- Updated functional and technical specifications reflecting all implemented enhancements;
- Full software quality assurance artefacts, including test strategies, test plans, test cases, defect logs, and test execution reports;
- Execution and reporting of system, integration, regression, stress, load, and capacity testing to validate performance, scalability, and system stability under peak usage conditions;
- Support for User Acceptance Testing (UAT), including test preparation, defect remediation, and signed UAT completion evidence;
- Compliance with NLC information security policies, standards, and protocols, including secure development practices, access control, data protection, and audit logging;
- Security artefacts for all delivered components, including security design documentation, vulnerability assessment results, remediation evidence, and configuration baselines;
- Knowledge transfer and skills handover deliverables, including training materials, walkthrough sessions, and updated knowledge repositories;
- Regular progress, risk, and issue reports aligned to NLC governance and project management requirements;
- All deliverables required to support internal audit, external audit, and governance assurance processes.

For the avoidance of doubt, the above includes the full ambit of:

- Professional & implementation Services to fully develop, deploy and commission the proposed Sybrin related solutions;
- Configuration, integration, and testing for connectivity to existing ICT environments and
- Training, documentation, and operational handover to NLC superusers and technical staff.

6. COMMERCIAL AND CONTRACTING MODEL (TIME AND MATERIALS)

Enhancements delivered under this contract shall be executed on a **Time and Materials (T&M)**

basis, structured around an agreed **Works Order** mechanism.

Each enhancement or group of related enhancements will be commissioned through a formal Works Order issued by the NLC, which will define, at a minimum:

- The specific enhancement scope and objectives;
- The required resource categories and estimated effort (person-days or person-hours);
- Applicable milestones and deliverables;
- The applicable timeframes;
- Acceptance criteria and governance checkpoints.

Pricing for each Works Order shall be calculated based on **pre-agreed resource rates** for the approved skill categories, as submitted by the service provider and formally approved by the NLC as part of the contract. No work may commence without an approved Works Order.

The NLC retains the right to approve, amend, or decline any Works Order based on budget availability, prioritisation, and governance considerations. Payment will be made only for actual effort expended and deliverables accepted, in accordance with approved Works Orders and contractual terms.

This contracting approach ensures transparency, cost control, flexibility, and alignment with PFMA and National Treasury procurement principles.

7. SKILLED RESOURCES REQUIRED

The bidder must demonstrate the availability of suitably qualified and experienced Sybrin Platform resources in the following roles :

- Azure and DevOps Specialist
- AI/UX Specialist to end user ergonomics and to include disabled stakeholders ;
- Database Administrator;
- Application Support Engineer / Analyst;
- Business Analyst;
- Infrastructure and Solution Security Specialist;
- Cybersecurity Specialist;
- Software Developers;
- Project Manager; and
- Quality Assurance / Tester.

8. PROJECT MANAGEMENT, GOVERNANCE AND REPORTING REQUIREMENTS

The Service Provider shall comply with all applicable legislation and regulatory frameworks, including the Public Finance Management Act (PFMA), National Treasury Regulations, the Protection of Personal Information Act (POPIA), and all relevant National Lotteries Commission (NLC) policies, standards, and ICT governance frameworks.

The Service Provider shall report to the NLC Information and Communications Technology (ICT) Division and operate within the NLC's approved governance, project management, and assurance structures. A formal project governance framework shall be established at project inception, including clearly defined roles, responsibilities, decision-making forums, escalation mechanisms, and approval thresholds.

All work performed under this contract shall be subject to NLC project controls, risk management processes, and internal and external audit requirements. The Service Provider shall provide regular progress and performance reports in agreed formats, covering milestones achieved, risks and issues, dependencies, financial status, and corrective or remedial actions where required.

All governance and reporting activities shall support full auditability, traceability, and compliance with PFMA requirements and applicable ICT governance standards. Bidders must be OEM-certified solution partners relevant to the proposed solution and technologies and must maintain such certification for the duration of the contract.

9. DURATION OF THE PROJECT

The expected duration of the contract is three (3) years which may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or directed and at the discretion of the NLC

SECTION 2: NOTICE TO BIDDERS

1. Terms and conditions of Request for Proposals

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system.
- 1.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.

- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to lucky@nlcsa.org.za.
- 1.10 Any supplier who has reasons to believe that the RFP specification is based on a specific brand must inform the NLC via the email addressed in 1.9.

2. General rules and instructions

2.1 News and press releases

- 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the NLC.

2.2 Precedence of documents

- 2.2.1 This RFP consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the constitution of the republic shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.3 Preferential procurement reform

- 2.3.1 The commission supports B-BBEE as an essential ingredient of its business. In accordance with government policy, the NLC insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

2.4 National Industrial Participation Programme

- 2.4.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is

applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD).

2.5 **Language**

2.5.1 Bids shall be submitted in English.

2.6 **Gender**

2.6.1 Any word implying any gender shall be interpreted to imply all other genders.

2.7 **Headings**

2.7.1 Headings are incorporated into this RFP document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

2.8 **Occupational Injuries and Diseases Act 13 of 1993**

2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. the commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

2.9 **Processing of the Bidder's Personal Information**

2.9.1 All Personal Information of the Bidder, its employees, representatives, associates, and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.

2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission.

2.9.3 Data Privacy Policy.

2.9.4 The following persons will have access to the Personal Information collected:

2.9.4.1 The commission personnel participating in procurement/award procedures; and

2.9.4.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on National Treasury's e-Tender portal:

2.9.4.2.1 contract description and bid number.

2.9.4.2.2 names of the successful bidder(s) and preference points claimed.

- 2.9.4.2.3 the contract price(s) (if possible).
 - 2.9.4.2.4 contract period.
 - 2.9.4.2.5 names of directors; and
 - 2.9.4.2.6 date of completion/award.
- 2.9.5 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.
- 2.9.6 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

3. Compulsory Briefing Session

Date & Time: 29 May 2026 @ 11:00

**Venue: 333 Grosvenor Street, Block D Hatfield Gardens,
Hatfield, 0028**

NB: Bidders are advised to arrive early; doors will open at 10:30 to the venue.

4. Validity Period

- 4.1 The Commission requires a validity period of 120 Business Days against this RFP.
- 4.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation processes are not finalised within the validity period.

5. National Treasury's Central Supplier Database

- 5.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 5.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 5.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 5.4 The CSD can be accessed at <https://secure.csd.gov.za/>

6. Confidentiality

- 6.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 6.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 6.3 The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.

- 6.4 The Bidder shall notify the NLC in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

7. Communication

- 7.1 Specific queries relating to this RFP should be submitted lucky@nlcsa.org.za.
- 7.2 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 7.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 7.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

8. Supplier Performance

- 8.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 8.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 8.3 Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 8.4 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

SECTION 3 EVALUATION CRITERIA

The below phases evaluation criteria will be considered in evaluating the proposals, being:

Phase 1: Tender Closing and Opening

1.1 Tender closing details

The closing for submission bids documents is on **11 June 2026 at 11:00am** Standard South African Time. Any late tenders will not be accepted. **All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (online submission on e-tender).** The onus remains on the bidder to ensure successful submission of their bids. Any discrepancies must be addressed to and dealt with the National Treasury who are the custodians of the e-tender portal.

1.2 Bid Formats

Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission. No exceptions will be considered.

Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.

Tender submissions received after submission date and time will be declared late and will not be accepted for consideration by the NLC.

The NLC will not be responsible for any failure or delay in the submission or receipt of the bid including but not limited to:

- Poor Network
- Struggling to use the e-tender portal
- Load shedding (Power cut)

Phase 2: Administrative Compliance

All bid respondents must submit the relevant documents that comply with administrative compliance, which will include the following:

Evaluation Criteria	Supporting Document
<ul style="list-style-type: none"> • All Returnable Documents and/or schedules [where applicable] must be completed and returned by the closing date and time. 	SBD Form 1 SBD Form 6.1
<ul style="list-style-type: none"> • The Bid document has been duly signed by the authorised bidder official. 	Company resolution as proof of authorised individuals' delegation
<ul style="list-style-type: none"> • Whether Bid contains a priced/financial offer. 	Pricing and delivery schedule
<ul style="list-style-type: none"> • Whether the Bidder tax affairs in order. 	Valid Tax Compliance System Pin
<ul style="list-style-type: none"> • Bidders must register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD 	Proof of full CSD registration
<ul style="list-style-type: none"> • In the event of the bidder being in a joint venture (JV), a jointed B-BBEE must be submitted. 	Valid Joint B-BBEE Certificate/Affidavit

Phase 3: Mandatory Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be

considered for further evaluation. The mandatory Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable).	JV Agreement
2. Declaration of Interest (SBD 4).	Fully completed and signed SBD 4
3. Original Equipment Manufacturer (OEM) Certificate.	The bidder must provide proof of accredited certification in a form of certified certificate from Original Equipment Manufacturer (OEM). Please note that NLC reserves the right to confirm your registration/accreditation with the OEM viz. Sybrin.

Note to Bidders:

Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment. Failure to submit the information within the requested period shall render the bidder non-responsive.

Phase 4: Technical Evaluation

The evaluation for the Technical and Functional threshold will include the following:

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration of ability, understanding, experience, skills, resources, and quality measures. Adds clear value.	5
Good	Satisfies the requirement with minor additional benefits. Above average demonstration with supporting evidence.	4
Acceptable	Meets the requirement. Adequate demonstration with supporting evidence.	3
Minor Reservations	Does not meets the requirement with minor reservations. Limited supporting evidence.	2
Serious Reservations	Does not meets the requirement with major reservations. Considerable concerns and minimal evidence.	1
Unacceptable	Does not meet the requirement. Insufficient information or non-compliance.	0

EVALUATION CRITERIA	Scoring Matrix	% Weight
1. Company Experience		
1.1 Company Experience & Capability		10%
<p>Bidders are required to submit a company profile demonstrating that they have the organisational capacity, skills, and experience to deliver the required skills and solutions within the scope of this TOR.</p> <p>The company profile must explicitly detail the bidder's years of experience in the design, implementation, integration, and support of the required solutions within the scope of this TOR.</p>	<ul style="list-style-type: none"> • No information provided = 0 Points. • Company profile demonstrating implementation experience of 1–2 years = 1 Point. • Company profile demonstrating implementation experience of more than 2 years but less than or equal to 4 years = 2 Points. • Company profile demonstrating implementation experience of more than 4 years but less than or equal to 6 years = 3 Points. • Company profile demonstrating implementation experience of more than 6 years but less than or equal to 8 years = 4 Points. • Company profile demonstrating implementation experience of 8 years and above = 5 Points. 	
1.2 Written Reference Letters		10%
<p>Bidders must provide written reference letters from contactable existing or recent clients (public and/or private sector) issued within the past five (5) years, relating to the scope of services pertaining to this ToR.</p> <p>Each reference letter must include, at a minimum:</p> <ul style="list-style-type: none"> • Client organisation name. • Contact person name and designation • Physical address and contact telephone number. • Duration of the contract. • A brief description of the services rendered, including scope of the services. <p>The following conditions apply:</p> <ul style="list-style-type: none"> • Multiple reference letters from the same client will be regarded as a single 	<ul style="list-style-type: none"> • No reference letters = 0 Point. • One reference letter = 1 Point. • Two reference letters = 2 Points. • Three reference letters = 3 Points. • Four reference letters = 4 Points. • Five reference letters = 5 Points. 	

EVALUATION CRITERIA	Scoring Matrix	% Weight
<p>reference.</p> <ul style="list-style-type: none"> Reference letters must be issued on the client's official letterhead, be dated, and signed by an authorised representative. Appointment or award letters will not be accepted as references and must not be submitted. Reference letters must relate to work completed within five (5) years preceding the bid closing date. 		
2. Capacity and Ability to Implement		
2.1 Experience – Lead Project Manager		10%
<p>Bidders must submit Curricula Vitae (CV's) for all the proposed suitably qualified and experienced resources referred to in Section 8 above. These should clearly demonstrate the experience relevant to the scope of the services as set out in this ToR and as per Annexure A.</p> <p>The CV must include, at a minimum:</p> <ul style="list-style-type: none"> The full name and surname of the proposed Lead Project Manager. The number of years' experience in the role of Project Manager, with demonstrable experience in the design, implementation, and delivery of enterprise business solutions, including system integration projects. 	<ul style="list-style-type: none"> No experience indicated = 0 Points. Experience > 0 and =< 1 year = 1 Point. Experience > 1 and =< 2 years = 2 Points. Experience > 2 and =< 3 years = 3 Points. Experience > 3 and =< 4 years = 4 Points. Experience >= 5 years = 5 Points. 	
3. Installation and Configuration of the Envisaged Solution.		
3.1. Solution Architecture and Technical Capability.	Technical Compliance and Solution Capability (Refer Annexure B)	10%
<p>Bidders must demonstrate their ability to design and deliver scalable, resilient solutions, including support for hybrid deployment models. This should include:</p> <ul style="list-style-type: none"> Software QA methodology and standards; Test planning, execution, defect management, and regression testing; 	<ul style="list-style-type: none"> No experience indicated = 0 points. Experience > 0 and =< 1 year = 1 Point. Experience > 1 and =< 2 years = 2 Points. Experience > 2 and =< 3 years = 3 Points. Experience > 3 and =< 4 years = 4 Points. Experience >= 5 years = 5 Points. 	

EVALUATION CRITERIA	Scoring Matrix	% Weight																		
<ul style="list-style-type: none"> Stress, load, and capacity testing; Performance, scalability, and resilience assurance; UAT support and acceptance management. 																				
3.2. Integration and Interoperability.	Technical Compliance and Solution Capability (Refer Annexure B)	10%																		
<p>Bidders must demonstrate their capability to integrate securely and reliably with the NLC's core systems and approved third-party data sources, including the use of standards-based APIs, effective data ingestion and transformation mechanisms, and interoperability with business intelligence and reporting tools.</p>	<ul style="list-style-type: none"> No experience indicated = 0 Points. Experience > 0 and =< 1 year = 1 Point. Experience > 1 and =< 2 years = 2 Points. Experience > 2 and =< 3 years = 3 Points. Experience > 3 and =< 4 years = 4 Points. Experience >= 5 years = 5 Points. 																			
3.3. Data Governance, Quality and Security.	Technical Compliance and Solution Capability (Refer Annexure B)	10%																		
<p>Data Governance, Security, and Compliance Approach.</p> <p>Bidders must demonstrate a comprehensive, project-relevant, and evidence-based approach to data governance, quality management, and security for the proposed Thuthuka enhancement services. The response must clearly address the bidder's methodology, controls, and delivery approach in relation to all of the following five mandatory components:</p> <ol style="list-style-type: none"> Secure development practices POPIA compliance and data protection Vulnerability management and remediation Audit logging, traceability, and evidence management Alignment to recognised security frameworks and standards (for example ISO 27001, OWASP, and NIST) <p>The bidder's response must demonstrate how these controls will be applied within the scope of this ToR, including system development, configuration, integration, testing, deployment, support, and governance assurance activities.</p>	<p>The scoring is predicated by the Bidders compliance to all five components defined.</p> <p>Once all 5 components are addressed, scoring evaluates quality, depth, relevance, and evidence.</p> <table border="1" data-bbox="734 1232 1356 2128"> <thead> <tr> <th>Score</th> <th>Objective Scoring Basis</th> <th>Final Score</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>One or more of the five mandatory components not addressed OR response is materially inadequate.</td> <td>0</td> </tr> <tr> <td>1</td> <td>All five components are addressed, but very limited detail, largely generic, with little or no evidence of practical implementation.</td> <td>1</td> </tr> <tr> <td>2</td> <td>All five components are addressed, but with basic descriptions, limited relevance to the ToR, and minimal supporting evidence.</td> <td>2</td> </tr> <tr> <td>3</td> <td>All five components are addressed with adequate detail, clear relevance to the ToR, and some supporting evidence or examples.</td> <td>3</td> </tr> <tr> <td>4</td> <td>All five components are addressed with strong, detailed, and well-structured responses, clearly tailored to the ToR, with good supporting evidence (artefacts, examples, methodologies).</td> <td>4</td> </tr> </tbody> </table>	Score	Objective Scoring Basis	Final Score	0	One or more of the five mandatory components not addressed OR response is materially inadequate.	0	1	All five components are addressed, but very limited detail , largely generic, with little or no evidence of practical implementation.	1	2	All five components are addressed, but with basic descriptions , limited relevance to the ToR, and minimal supporting evidence.	2	3	All five components are addressed with adequate detail , clear relevance to the ToR, and some supporting evidence or examples.	3	4	All five components are addressed with strong, detailed, and well-structured responses , clearly tailored to the ToR, with good supporting evidence (artefacts, examples, methodologies).	4	
Score	Objective Scoring Basis	Final Score																		
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1	All five components are addressed, but very limited detail , largely generic, with little or no evidence of practical implementation.	1																		
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4	All five components are addressed with strong, detailed, and well-structured responses , clearly tailored to the ToR, with good supporting evidence (artefacts, examples, methodologies).	4																		

EVALUATION CRITERIA	Scoring Matrix	% Weight
	<p style="text-align: center;">5 All five components are addressed with an exceptional, comprehensive, and fully integrated approach, including: 5</p>	
<p>4. Implementation Methodology and Project Delivery/Plan.</p>	<p>Technical Compliance and Solution Capability (Refer Annexure B)</p>	<p>10%</p>
<p>Bidders must demonstrate a clear, practical, and risk-aware implementation methodology aligned to recognised project management and delivery standards (e.g. PMBOK, PRINCE2, Agile). The methodology must be tailored to the scope of this ToR and demonstrate the bidder's ability to deliver integrated, secure, and auditable system enhancements within a public sector environment. The bidder's response must address the following five mandatory elements:</p> <ol style="list-style-type: none"> 1. Project Governance and Control Framework Defined governance structures, roles and responsibilities, decision-making forums, and alignment to PFMA, audit, and ICT governance requirements. 2. Delivery Methodology and Lifecycle Approach Clear description of the delivery approach (e.g. Agile, hybrid, or waterfall), including phases, deliverables, and alignment to system development and integration requirements. 3. Planning, Scheduling, and Milestone Management Detailed project planning approach, including work breakdown structures, timelines, milestone definition, and dependency management. 4. Risk, Issue, and Escalation Management Structured approach to identifying, managing, and escalating risks and issues, including mitigation strategies and reporting mechanisms. 5. Commercial Delivery Model and Resource Management Practical application of the Time and Materials / Works Order model, including resource planning, effort estimation, cost control, and alignment to delivery outputs. <p>The methodology must demonstrate consideration of digital transformation objectives, regulatory compliance requirements, and accessibility challenges, including low-connectivity and rural user environments.</p>	<ul style="list-style-type: none"> • One or more mandatory elements not addressed, or response is inadequate = 0 Points. • All elements addressed but superficial, generic, and not tailored to the ToR = 1 Point. • All elements addressed; Basic methodology with limited structure, weak linkage between elements, minimal evidence = 2 Points. • All elements addressed; Adequate, structured methodology aligned to standards, with reasonable detail and relevance = 3 Points. • All elements addressed; Strong, well-integrated methodology with clear governance, planning, and risk controls, supported by evidence = 4 points. • All elements addressed; Exceptional, fully integrated, and mature methodology demonstrating = 5 Points. 	

EVALUATION CRITERIA	Scoring Matrix	% Weight
<p>5. Skills, Capacity and Knowledge Transfer.</p> <p>Bidders must demonstrate that the proposed Lead Project Team possesses appropriate qualifications, experience, and demonstrable capability in the Sybrin Platform, supported by a structured and sustainable skills transfer approach to enable effective adoption and long-term operation by NLC personnel.</p> <p>The bidder's response must address the following four mandatory elements:</p> <ol style="list-style-type: none"> Sybrin Platform Technical Capability: Demonstrated capability in: <ul style="list-style-type: none"> Workflow automation and business rules; Low-code platform configuration; API integration within Sybrin; and Proven delivery of Sybrin-based solutions. Key Resources and Experience: Suitably qualified and experienced named lead resources, with relevant certifications and demonstrable experience aligned to the scope of this ToR. Resource Capacity and Local Availability: Availability of appropriately skilled resources for the duration of the contract, including sufficient local capacity to support delivery and operational continuity in person as required. Skills Transfer and Sustainability (Mandatory): A structured and measurable approach to skills transfer, and sustainability, including: <ul style="list-style-type: none"> Training plans and knowledge transfer activities; Defined skills transfer milestones; Documentation and knowledge repositories; and Exit/sustainability model to ensure continuity post-engagement. <p><u>NB: Mandatory Evidence Requirement.</u></p> <p>Bidders must provide named lead resources and supporting evidence, including: <ul style="list-style-type: none"> Detailed CVs; Relevant certifications; and Project references demonstrating experience in similar implementations. <p>Generic, template-based, or unsubstantiated claims of capability will not be scored.</p> </p>	<p>Technical Compliance and Solution Capability (Refer Annexure B)</p> <ul style="list-style-type: none"> One or more mandatory elements not addressed (including Skills Transfer), or required supporting evidence not provided. = 0 Points. All elements addressed but superficial, generic, and lacking credible supporting evidence = 1 Point. Basic response with limited relevance; weak demonstration of capability and/or insufficient supporting evidence = 2 Points. Adequate response demonstrating relevant capability and structured skills transfer approach, supported by some evidence = 3 Points. Strong, well-detailed response demonstrating proven Sybrin capability, qualified resources, and a practical, structured skills transfer and sustainability approach, supported by credible evidence = 4 Points. Exceptional response demonstrating deep Sybrin expertise, highly qualified named resources, strong local capacity, and a comprehensive, measurable skills transfer and sustainability model with clear continuity outcomes and strong supporting evidence = 5 points. 	<p>20%</p>
<p>6. Service Level Agreement, Support,</p>	<p>Technical Compliance and Solution</p>	<p>10%</p>

EVALUATION CRITERIA	Scoring Matrix	% Weight
<p>Maintenance and Sustainability.</p> <p>Bidders must demonstrate a robust, practical, and audit-compliant support and maintenance model to ensure the ongoing stability, performance, and optimisation of the Thuthuka platform within a public sector environment.</p> <p>The bidder's response must address the following four mandatory elements:</p> <p>1. Service Level Framework and Performance Management:</p> <p>Defined service levels (SLAs), performance metrics, response and resolution times, and service monitoring aligned to business-critical operations.</p> <p>2. Incident, Problem, and Escalation Management:</p> <p>Structured, auditable processes for incident and problem management, including escalation procedures, prioritisation, and reporting mechanisms.</p> <p>3. Continuity, Availability, and Risk Management:</p> <p>Approach to ensuring system availability, business continuity, disaster recovery alignment, and mitigation of operational risks.</p> <p>4. Ongoing Support, Maintenance, and Optimisation:</p> <p>Sustainable support model, including corrective and adaptive maintenance, continuous improvement, and support for future enhancements within a controlled governance framework.</p>	<p>Capability (Refer Annexure B)</p> <ul style="list-style-type: none"> • One or more mandatory elements not addressed, or response is materially inadequate or unsupported by evidence = 0 Points. • All elements addressed but superficial, generic, and lacking credible supporting evidence = 1 Point. • Basic response with limited structure and weak alignment to public sector requirements = 2 Points. • Adequate response demonstrating a structured and relevant support model, supported by some evidence = 3 Points. • Strong, well-defined support model with clear SLAs, escalation, and sustainability mechanisms, supported by credible evidence = 4 points. • Exceptional, fully integrated support model demonstrating high service maturity, strong governance alignment, proactive optimisation capability, and proven support experience in similar environments = 5 Points. 	
Total:		100

Total Weighting: 100

Minimum qualifying score required: 70

Phase 5: Pricing and Specific Goals

5.1 The evaluation for Pricing and Specific Goals will include the following:

Pricing Schedule: Please refer to Annexure C: The evaluation for Pricing and Specific Goals will include the following:

Evaluation Criteria	Final Weighted Scores
<p>PRICE</p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p><i>P_s</i> = Score for the Bid under consideration <i>P_t</i> = Price of Bid under consideration <i>P_{min}</i> = Price of lowest acceptable Bid</p>	80
<p>SPECIFIC GOALS</p> <p>In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals.</p>	20
TOTAL SCORE:	100

A maximum of 20 points to be awarded to a tender for the specific goals specified for this bid is as follows: -

1. Procurement from entities who are black Owned	Sub – points for Specific Goals	Maximum points for Specific Goals	Relevant Evidence
Tenderer who has 100% black Ownership	8	8	Copies of ID's/ CIPC Report Recent Full CSD Report
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% Black ownership	0		
2. Procurement from entities who are women owned			
Tenderer who has 100% women ownership	4	4	B-BBEE Certificate / B-BBEE Sworn Affidavit for ICT Sector
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Black Youth Ownership			
Tenderer who has 100% youth ownership	4	4	B-BBEE Certificate / B-BBEE Sworn Affidavit for ICT Sector
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4. Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	4	4	Letter from the Doctor not older than 1 year from the closing date of the bid confirming disability
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Final appointment to be awarded to the bidder scoring the highest points.

Phase 6: Contract and Award

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts

with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery, or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiation.

ANNEXURE A: CV TEMPLATE

Proposed role in the project: -----

Name: -----

First name: -----

Date of birth: -----

Nationality: -----

Education

Institution (Date from- Date to)	Degree(s) or Diploma(s) obtained

Membership of Professional Bodies:

Other skills (e.g. computer literacy, etc.):

Present position -----

Years within the organisation:.....

Key qualifications (relevant to project):.....

Professional experience -----

Date (From -To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From -To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From -To) (mm/yy)	
Organisation	
Location	
Description of duties	

SCM CONSENT REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC'S SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013) ("**POPIA**").

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B,

you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 2.2 dissemination by means of transmission, distribution or making available in any

other form; or

- 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
- 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
- 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
- 3.4 the biometric information of the person;
- 3.5 the personal opinions, views or preferences of the person;
- 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- 3.7 the views or opinions of another individual about the person; and
- 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Full names of the designated person on behalf of the Responsible Party

Signature of Designation person

PART A

SBD1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES					
BID NUMBER:	NLC2026-004	CLOSING DATE	11-June-2026	CLOSING TIME:	11:00
DESCRIPTION	THE PROVISION OF SPECIALISED TECHNICAL SYBRIN DEVELOPMENT RESOURCES FOR THE ENHANCEMENT OF THE THUTHUKA GRANTS MANAGEMENT SYSTEM FOR A PERIOD OF THREE YEARS.				
Bids Proposals Submission: All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (online submission on e-tender).					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	SCM	
TELEPHONE NUMBER	012 432 1308		TELEPHONE NUMBER	012 432 1309	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Innocent.Tshakela@nlcsa.org.za		E-MAIL ADDRESS	lucky@nlcsa.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> TICK APPLICABLE BOX Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> TICK APPLICABLE BOX Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members/ partners or any person having a controlling interest¹ in the enterprise, employed by the state?
YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.1.2 If so, furnish particulars:

.....
.....

2.2 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the

bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.) Please complete this table for claiming of points.

1. Procurement from entities who are black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% black Ownership	8	8	Copies of ID's/ CSD Recent Report	
Tenderer who have 51% to 99% black ownership	4			
Tenderer who have less than 51% black ownership	0			
2. Procurement from entities who are women Owned		4	B-BBEE Certificate / B-BBEE Sworn	
Tenderer who has 100% women ownership	4			
Tenderer who has 30% to 99% women ownership	2			
Tenderer who has less than 30% women ownership	0		Affidavit	
3. Youth Ownership		4	B-BBEE Certificate / B-BBEE/ Sworn Affidavit	
Tenderer who has 100% youth ownership	4			
Tenderer who has 30% to 99% youth ownership	2			
Tenderer who has less than 30% youth ownership	0			
4. Procurement from Disabilities		4	Letter from the Doctor confirming disability and CSD report	
Tenderer who has 20% or more owners with disability	4			
Tenderer who has less than 20% but more than 10% owners with disability	2			
Tenderer who has less than 10% owners with disability	0			
Total points for specific goals		20		

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of Company/firm.....

4.2 Company registration number:

4.3 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have disqualify the person from the tendering process;
- recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....



Annexure B: ToR Criterium Scoring Compliance Schedule – Sybrin Skills Provision

Section / Requirement	Bidder Response (Comply/Partially/No)	Reference to Proposal	Comments
Section 1: 3.2 Scope of Work – Enhancement Delivery.			
3.2.1 – 100% Directors Verification.			
3.2.2 – UI/UX Improvements.			
3.2.3 – Workflow & Navigation.			
3.2.4 – Login, Credentials, MFA.			
3.2.5 – Compliance & Validation.			
3.2.6 – Mobile Applications.			
Section 3: 3.1 Solution Architecture Capability Testing, Performance, QA & UAT.			
1. Software QA Methodology and Standards.			

2. Test planning, execution, defect management, and regression testing.			
3. Stress, load, and capacity testing.			
4. Performance, scalability, and resilience assurance			
5. UAT support and acceptance management.			
Section 3: 3.2 API Integration & Interoperability Capability			
1. API Capability (SARS, DHA, CIPC, BANKS etc.).			
2. UI/UX and Mobile Capability.			
3. Azure / DevOps Capability			
4. Data & Reporting Integration (Power BI / DW).			
Section 3: 3.3 Data Governance, Quality and Security Capability:			

1. Secure Development Practices.			
2. POPIA compliance and data protection.			
3. Vulnerability management and remediation.			
4. Audit Logging, Evidence Management & Traceability,			
5. Security & Compliance (ISO 27001, OWASP, NIST etc.) Capability.			
Section 3: 4. Project Governance & PFMA Compliance			
1. Project Governance and Control Framework.			
2. Delivery Methodology and Lifecycle Approach.			
3. Planning, Scheduling, and Milestone Management.			

4. Risk, Issue, and Escalation Management.			
5. Commercial Delivery Model and Resource Management.			
Section 3: 5. Skills, Capacity and Knowledge Transfer.			
1. Sybrin Platform Technical Capability.			
2. Key Resources and Experience.			
3. Resource Capacity and Local Availability.			
4. Skills Transfer and Sustainability (Mandatory).			
Section 3: 6. SLA Framework			
1. Service Level Framework and Performance Management:			
2. Incident, Problem, and Escalation Management			



3. Continuity, Availability, and Risk Management			
4. Ongoing Support, Maintenance, and Optimisation			